

## WIS TROUBLE

What I'd like to do next is show you a few tips. What we'd like to do in this session is to show you how to be able to trouble shoot form submission problems and errors, show you some of the trouble shooting tips in the well completion report; that's the most comprehensive form we have.

One of the first things that you will commonly run into is having a disagreement between the field office and the lease number. The lease number must match the leases in that particular field office and also match whether or not it's a federal lease or an Indian trust lease; so you want to make sure that your form is going to the right office and you want to make sure that in the event you are sending a Indian sundry notice or an Indian APD or an India well report or any kind of form that you specify the Indian office that it's going to.

One other issue is on the lease number. The lease number has to match the BLM format; no dashes and no spaces and for new wells either on an APD or a notice of staking you want to make sure that if that is the first well on that particular least the least has been added in the appropriate places on the BLM side.

While we're talking about lease numbers we also run into a situation where certain wells are on agreements either units or CAs or PAs. It's very important that your lease number and your unit agreement are in sync with each other. If you have a unit agreement; you want to make sure that you put in the lease

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number that goes with that particular agreement number and put in the agreement number as well for that particular agreement and lease combination.

Another issue while we're on the subject of lease serial numbers and unit agreements is many times what you will have is a BLM unit agreement with a fee lease, a well that drilled on private minerals; a well that's drilled on state land. Rather than putting the word state or fee in that block; right now there's a software edit that prevents you from doing that. Instead of using the word fee or state you'll actually need to put a BLM lease number that's part of that federal agreement in the lease number block. If you're unsure about which lease numbers to use with which agreement numbers or if you need a substitute lease number for the word fee or state; contact your local BLM office.

As we mentioned before there are edits in some of the fields for allowable ranges of information. For example one of the things that you'll look at is there is no section 55 in federal surveys; if we have a number greater than 1 – 36 in the section number that would give you an error message when you save the information. Also townships need to be either south or north; ranges east or west. You have to have a valid state code; county names are not edited. Latitude and longitude has an allowable range for what we would have in North American United States.

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Something that's unique to the well completion report is the place where we have formation names and test data. In block 42 the number of formations needs to match exactly to the number of lines you put in for production interval on A, B, C, D etc. So if I have four zones that I actually tested with four different names and four different tests information I would need for names in these blocks as well as four sets of test data for the production intervals. If there's a disagreement anywhere along the line between the number of items in block 46 and the number of items in block 42; we have a bit of a data quality issue.

I'd like to give a bit of a warning about is the cut and paste procedure that we talked about by bringing remarks in from a word processing document or a text file and dropping them into the remarks. In any of the four forms one item that routinely does not come over quite cleanly, is inch and foot symbols. When you're bringing the text in from another word processing software that contains inch and foot symbols; you'll need to watch that when you drop that in it converts correctly. You'll have to watch and make sure you don't get any characters in there that are unintended.

Now this is just a few of the different types of things that you can watch to trouble shoot your document. There very well may be more along the way as you come up and if you get stuck or if you have an error issue along the way and you don't know how to deal with that; feel free to contact the help desk either by phone or

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the e-mail link that's on the home page and we'd be glad to help you out with those edits.

One of the other issues that we need to mention is some trouble shooting points in dealing with your attachments. Let me open up a form and start the attachment process and we'll talk a little bit about the limitations that you will run into when you're dealing with the forms. You can browse any particular document; one thing that we're working on right now is the docx or xlsx type format is not supported to convert to a pdf document. You'll be required to convert those kinds of documents internally to a pdf document and then attach it.

Another item that people commonly run into is file folders that as they are converted are greater than 10 megabytes. If you have a file that's larger than 10 megabytes as a pdf document; what you'll need to do is break that file up so the total size of the converted pdf document is 10 megabytes or less. Often times you can convert file internally to a pdf document and it'll actually end up being smaller and then you can attach it to the BLM attachment. If you have any other questions about attachments; there is a section in the user guide that talks about the attachment files and how they're supported and the size limitation as well.

I hope you've found this section useful and for advanced users you'll be able to troubleshoot your forms a little bit better. Remember always save your

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document; save early, save often and close your form with the close process button here.